



# Clarion County Housing and Redevelopment Authority

8 West Main Street, Clarion, PA 16214

Voice/TTY: (814) 226-8910

Fax: (814) 226-6039

Email: [ccha@clarionhousing.com](mailto:ccha@clarionhousing.com)

Website: [clarionhousing.com](http://clarionhousing.com)

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March 5, 2026

Re: Vinyl Plank, Carpet & Linoleum Proposal

To Whom It May Concern:

The Clarion County Housing Authority is requesting proposals for vinyl plank, carpet and linoleum. Your proposal should have the cost for the following:

- Floating Floor Luxury Vinyl Plank or equal
- Mohawk Carpet or equal
- Tarkett Linoleum or equal
- Cove Base
- Underlayment if applicable
- Carpet (neutral tones, commercial grade)

➤ Labor is to be included with the cost of the above.

All products must equal or exceed FHA standards. The specification sheets for all products are All materials and products provided must meet or exceed Federal Housing Administration (FHA) standards. Specification sheets for all required products are included for reference. Documentation demonstrating compliance with these standards must be submitted along with the specification data sheets for the products being proposed. A small sample of the vinyl plank, carpet, and linoleum being proposed must also be attached to the submitted proposal.

Following acceptance of the proposal, the Housing Authority will select one color for the vinyl plank, carpet, and linoleum to be used for installations. The selected vinyl plank, carpet, linoleum, and VCT flooring must be kept in stock by the Contractor at all times.

Once an order is placed by the Housing Authority, **installation must be completed within seven (7) days from the date the order is communicated to the Contractor.**



Clarion County Housing Authority prohibits discrimination in all of its activities on the basis of race, color, national origin, gender, religion, age, familial status, marital status, handicap or disability.



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For your reference, a copy of the required invoice form is enclosed. This form must be completed by the Contractor and submitted to the Housing Authority for approval prior to beginning work on each apartment. The same invoice form will also serve as the billing document for the vinyl plank, carpet, and linoleum replacement work performed by the Contractor.

The "Timeless Charm" or equal vinyl plank and the "Messina" linoleum or equal will be used in the apartments. The "Endless Wonder" or equal carpet will be used on the stairs and in the bedrooms of all properties.

### Property Information:

<u>Family</u>	<u># of Apartments</u>
Hillside Apartments, Clarion, PA	64
Penn Court Apartments, Clarion, PA	40
Medardo Estates, Rimersburg, PA	20
Boundary Street, Clarion, PA	<u>3</u>
Total	127

***\*For these properties above, we would transition to only Floating Plank flooring with carpet stair treads\****

<u>Elderly / Disabled</u>	<u># of Apartments</u>
Cherry Run Estates, Rimersburg, PA	24
Edenburg Court, Knox, PA	<u>30</u>
Total:	54

***\*Units above would remain the same layout as far as carpet and flooring\****



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The Housing Authority currently manages a total of 181 apartments. Each year, flooring is replaced in various units throughout the properties. While the majority of the apartments are typically vacant at the time flooring is replaced, no additional charge will be permitted by the Contractor for units that are occupied.

The Housing Authority cannot determine in advance how many apartments—whether vacant or occupied—will require the installation of vinyl plank, carpet, linoleum, or VCT flooring in any given year.

The contract term will be two (2) years, with the option for the Housing Authority to renew the contract for a third year. The pricing submitted in your proposal must remain firm for two years from the date of acceptance of the proposal and will serve as the contract amount for the period of July 1, 2026 through June 30, 2028.

As noted above, the contract may be extended for a third year. If you propose an increase for the third contract year (July 1, 2028 through June 30, 2029), you must clearly indicate the proposed increase, if any, on the proposal form. If your pricing will remain the same, you must indicate that as well. No lines on the proposal form may be left blank. Any proposal containing blank fields will be considered incomplete and will not be considered for award.

All prices submitted must include the lifting, removal, and disposal of existing flooring, including carpet, vinyl, linoleum, and VCT, regardless of the condition of the unit. Prices must also include all labor and materials necessary for the installation of new vinyl plank, carpet, linoleum, and VCT flooring.

When calculating your proposal pricing, please consider the following conditions:

- Some apartments have wood subfloors, while others have concrete subfloors.
- Some units include steel steps, while others do not.

If your proposal is accepted, you will be required to provide the Housing Authority with a Certificate of Insurance prior to the start of any work. The certificate must show coverage for:

- Worker's Compensation
- Commercial General Liability
- Automobile Liability (covering both owned and non-owned vehicles used on site)



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All insurance must be carried by companies that are financially responsible and authorized to do business in the Commonwealth of Pennsylvania. Certificates of Insurance must also provide that coverage cannot be canceled or non-renewed without at least thirty (30) days prior written notice to the Housing Authority and the insured.

If you are interested in submitting a proposal, please complete the enclosed proposal form and return it no later than April 3, 2026, at 4:30 p.m. Proposals may be faxed to (814) 226-6039, or mailed/delivered to:

Clarion Housing Authority  
8 West Main Street  
Clarion, PA 16214

If you have any questions regarding this proposal or would like to schedule a visit to view the properties, please contact me at (814) 226-8910, extension 110.

Sincerely,

Kelly Simpson  
Project Manager



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## REQUEST FOR PROPOSAL

**\*\*It is the responsibility of the Contractor to determine the square yardage and linear feet of the apartments. Price must be based on installation of square yards and linear feet of area to be covered. Not square yards or linear feet used.**

**PLEASE PRINT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### All Properties:

Carpet Style: \$ \_\_\_\_\_

Price per Square Yard: \$ \_\_\_\_\_

Luxury Vinyl Plank Style: \_\_\_\_\_

Price Per Square Yard: \$ \_\_\_\_\_

Linoleum Style: \_\_\_\_\_

Price Per Square Yard: \$ \_\_\_\_\_

Cove Base Price Per Linear Feet: \$ \_\_\_\_\_

Underlayment Price Per Square Yard: \$ \_\_\_\_\_

VCT Price Per Carton \$ \_\_\_\_\_ Color/Style \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please attach documentation of compliance with the request for proposal and a small sample of the product being proposed.**



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## INVOICE

Date: \_\_\_\_\_

Apt. #: \_\_\_\_\_

### Measurements of areas to be vinyl plank, carpet and/or linoleum:

- Dining Room \_\_\_\_\_
- Kitchen \_\_\_\_\_ (Includes laundry room – Penn Court only)
- Entry Way \_\_\_\_\_
- Living Room \_\_\_\_\_
- Stairway \_\_\_\_\_
- Bathroom \_\_\_\_\_
- Powder Room \_\_\_\_\_ (3-bedroom apartments of Penn Court only)
- Bedroom 1 \_\_\_\_\_
- Bedroom 2 \_\_\_\_\_
- Bedroom 3 \_\_\_\_\_ (Penn Court & Medardo Estates only)

### Carpet

Total Square Yards for Carpet: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Price Per Sq. Yard

Cove base \$ \_\_\_\_\_  
Total Installed Price

### Vinyl Plank

Total Square Yards for Vinyl Plank: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Price Per Sq. Yard

Cove base \$ \_\_\_\_\_  
Total Installed Price

### Linoleum

Total Square Yards for Linoleum: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Price Per Sq. Yard

### VCT Vinyl Composition Tile

Total Square Foot for VCT: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Price per carton

Cove base \$ \_\_\_\_\_  
Underlayment \$ \_\_\_\_\_  
Total Installed Price \$ \_\_\_\_\_

**TOTAL DUE FOR VINYL PLANK, CARPET AND LINOLEUM \$ \_\_\_\_\_**

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This institution is an equal opportunity housing provider and employer. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TTD).

